

# ALTON POLICE DEPARTMENT

## APPLICATION FOR PRIVATE DETAIL

Requesting Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_

Type of Function: \_\_\_\_\_

Location: \_\_\_\_\_ Alton, NH

Date: \_\_\_\_\_ to \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Indicate Type of Detail Requesting:

Traffic Control ☐ Crowd Control/Public Peace ☐ Personal/Property Protection ☐ Other: \_\_\_\_\_

Number of Officers requested: \_\_\_\_\_ Is a Police Cruiser requested for this detail? Yes ☐ No ☐

*My signature below acknowledges that I have read the terms and understand the conditions pertaining to the contractual agreement in hiring a police officer(s) for the purposes of performing police duties, as a private detail officer. I also fully understand and agree to pay the administrative fees and billing costs, which consist of the terms listed below:*

- ~ detail rate is \$40.00 per hour [with a minimum detail scheduled in 4hr blocks]*
- + cruiser rate of \$8.00 per hour (unless otherwise waived)*
- ~ details can be scheduled in 6 hour work blocks*
- ~ a 21.85% Administrative Fee is applied to the total charges accrued*
- ~ a 12 hour cancellation notification is required (per block); otherwise a 2-hour minimum will apply*

*I further acknowledge and agree to settle my account, in full, within thirty (30) calendar days from the invoice date assigned to my billing.*

Signature of Requesting Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Important Note: The Alton Police Dept cannot guarantee the availability of our Dept Officer(s); therefore, we may need to request the assistance of surrounding town Law Enforcement Agencies with whom we hold a Mutual Aid Agreement. Please be aware that this Department invoices for our Officer's hours only, and we cannot guarantee or control the detail rates of outside agencies.

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### [Administrative Use Only]

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Application has been: ☐ Approved ☐ Not Approved ☐ Waived (per Highway Reg §10.12/10.13)

Scheduling Officer Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Organization contacted on Application status \_\_\_\_\_

Detail Schedule Hours: